



Class Title: Fairground Administrator

Pay Grade: 6

FLSA Designation: Covered

Established: 5-2015

Revised:

Class Summary/Primary Function

The principal function of an employee in this class is to plan, organize, coordinate and direct the use of the Teton County Fairgrounds and the Teton Valley Fair. This position will work directly with the Teton County Fair Board to to produce an exceptional county fair, administer the year round use of the fairgrounds, and bring the community together to preserve and promote our western heritage and rural traditions. They will be responsible for increasing revenue at the fair grounds through rentals and advertising; grant writing for capital improvement projects; and overseeing day to day operations. The work is performed under the general direction of the Public Works Director and the Teton County Fair Board. Considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office and outdoor environment. An employee in this class may be required to work evenings.

Essential Duties and Responsibilities (will vary by assignment)

- Manage the fairgrounds and facilities year-round, including rentals, scheduling, maintenance, and capital improvements as directed by fair board;
- Manage Teton Valley fair development and production including: scheduling, entertainment, home arts, vendors, venue set-up, etc. as needed;
- Serve as primary liaison between fair board and subcontractors, government officials, volunteers, local businesses, and community organizations;
- Serve as primary employee welcoming visitors, answering questions and resolving issues at the fairgrounds;
- Work with the fair board to develop and implement the annual operating budget for the fairgrounds and the Teton Valley Fair
- Maintain records, conduct research, make recommendations, and create reports for the fair board on issues as they arise;
- Setup fair board meeting essentials including agenda; attend all fair board meetings; take and distribute minutes;
- Coordinate prompt payment of all accounts payable and payroll with approval of fair board;
- Track revenue and expenses and insure that the fair board operates within its budget;
- Manage design and implementation of marketing, media relations, and public relations campaigns including a website, printed material development, radio, television and newspaper advertising, media relations, and promotions;
- Perform public relations functions to facilities and programs and educates the public on issues relative to the fairgrounds;

- Research and write grants, and develop, implement, and manage fundraising /sponsorship efforts maintaining sponsor relations;
- Administer grant funds, monitor budget, approve payments, implement cost saving measures, monitor and administer the financial record;
- Prepare reports for the County Commissioners;
- Respond to and resolve complaints and concerns from citizens about programs, facilities, and policies; develop effective solutions; keep all parties informed;
- Perform all work duties and activities in accordance with County policies, Fair Board policies, procedures, and safety practices.

Other Duties and Responsibilities:

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Coordinate volunteer equipment operators and groom arenas as needed;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Principles and practices of Fairgrounds Management;
- Local government operations, policies, procedures, departmental relationships and politics;
- Research, writing and presentation skills;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer;
- Job-related software applications, including, but not limited to, Microsoft Office;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the position;
- Interpret and clearly explain Fair Board functions, policies, and procedures;
- Prepare, review, and maintain accurate and reliable files, records, reports, databases, presentations, regulatory documents, and correspondence, determining content and follow-up, if required;
- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, non-profits and the public;
- Prepare accurate, complete and reliable reports, presentations and regulatory documents;
- Identify specific requirements for various situations related to facility management;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Develop creative and effective resolutions to simple and complex problems;
- Assist with determining priorities and making work assignments, follow-up to ensure desired results, and document actions;

- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training:

- Bachelor's degree in business, communications or closely related field; and
- One (1) year of experience in local government recreation and/or fairground management; or
- One (1) year Bookkeeping experience;
- Arena grooming experience preferred; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment; motor vehicles, and arena grooming equipment
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites;
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing, stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching.